

PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024
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The Putnam County Board of Commissioners is seeking qualified applicants to fill a vacancy at Putnam County Planning and Development for a **Senior Building Inspector/Building Official**.

JOB SUMMARY:

Interprets and enforces county codes and ordinances related to new construction and existing residential, commercial, and industrial building and development structural safety; conducts sediment and erosion control inspections; conducts re-inspections. Coordinates and allocates daily inspection assignments; provides guidance to departmental staff. Notifies responsible inspectors, contractors, subcontractors, engineers, architects, or homeowners of code violations; discusses corrective options and plans of action; issues stop work orders; documents findings and recommended solutions. Reviews architectural drawings, electrical diagrams, law books, policy manuals, codebooks, and other documents. Advises and recommends action to contractors to ensure compliance during construction. Provides interpretation and explanation to the public on various code issues. Utilizes carpentry and electrical tools to conduct inspections. Reviews and studies development code regulations to stay informed of changes in ordinances; completes required training. Inspects building and adjoining lots for landscaping issues. Inspects newly constructed swimming pools. Performs related duties.

This successful candidate is responsible for administering the Putnam County Code of Ordinances, specifically **Chapter 18 Buildings and Building Regulations, Chapter 28 – Development Regulations, Chapter 30 – Environment, Chapter 34 – Flood, Chapter 48 – Signs, Chapter 66 – Zoning, and the International Building Codes**. It also includes reviewing and approving construction plans, enforcing any ordinances adopted by Putnam County and or laws that are applicable in order to ensure compliance with relevant construction and county codes. The position requires knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to occupational field.

Minimum Qualifications:

High School Diploma, or G.E.D., supplemented with five (5) years of related construction or trades experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

LICENSING REQUIREMENTS:

Licenses and Certification:

- Valid State Driver's License with acceptable motor vehicle record.
- NPDES Certification or ability to obtain within 12 months of employment.
- International Code Council (ICC) certification as Certified Building Official.

CERTIFICATION REQUIREMENTS:

- Residential Building Inspection
- Commercial Building Inspection
- Building Plans Examiner

Some deficiencies in certification may be considered with obtainment of required certificates within 12 months of employment.

Internal applications will be accepted from Wednesday, May 26, 2021 until the close of business on Wednesday, June 9, 2021. No public applications will be accepted at this time. Please submit all applications Attention: Cynthia Miller, H R Director

Putnam County is an Equal Opportunity Employer.